



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1593-02

9 PAGE  
1

1. Application Date <b>June 5, 1975</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>JUN - 9 1975      75-157      JUN 24 1975</b>	
2. Agency Application No. <b>163</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Agriculture 19 Hunter Street, SW Atlanta, Georgia 30334</b>		4. Person to Contact <b>Clifton A. Ward</b> <i>CAW</i>	
5. Working Title <b>Asst. Comm.</b>		6. Tel. No. <b>656-3621</b>			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>Jan 1, 1965 to Date</b>		9. Exact Series Title      Agency-Wide Common Standard <b>PUBLIC HEARING FILES</b>			
10. What is the function of the office in which this record series is created?  The Commissioner of Agriculture is responsible for the functional areas: Animal Industry; Consumer Protection; Plant Industry; Fuel and Measures; Administration; Marketing; etc. The Commissioner's office formulates policy and provides leadership to the Department of Agriculture in the development of the goals and objectives of the Department. This includes PUBLIC HEARINGS when appropriate.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to: Conducting Public Hearings  Included are: Transcripts of hearings, related correspondence, and other supporting documents.  Files are arranged: Alphabetically by firm name or by individual's last name.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers      Cu. Ft. of Records
Letter-size File Drawers					Very Small Amount
Legal-size File Drawers		2	4	Floor Space Occupied (Square Feet)	In Office(s)      In Storage Area(s)
					This Year's      Last Year's      Preceding Year's      All Prior Years'
				AVERAGE DAILY REFERENCES	Seldom

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |                                                                                                                                                                                              | YES                                 | NO                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?<br>Assistant Commissioner's Office has record copy; Office of the Commissioner retains a copy for reference purposes. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.                                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?                                                                                                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?                                                                                                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?                                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?                                                                                                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?                                                                                                                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| * 23. Will there be a need for these records 10, 15 years from now? If yes, what?                                                                                                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

24. **REQUIREMENTS.** The following requires the files to be kept See Below years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

See item 25 attached sheet.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See Below, then:

Offices responsible for initiating public hearings will forward one copy of the hearing transcript to the Commissioner's Office for his reference files and forward a second copy and all related papers to the appropriate Assistant Commissioner's Office for inclusion in the Public Hearings File.

Assistant Commissioner's Public Hearing File: Cut off at end of each calendar year; hold in current files area 2 years; then retire to State Archives for permanent retention.

Commissioner's Office (Reference) Copy: To be covered by application #34, Reference Paper Files, "Destroy when no longer needed for reference".

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikas</i>	<i>June 5-75</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikas</i>	<i>June 5-75</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Hagan</i>	<i>6-23-75</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Teart</i>	<i>6-20-75</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert J. Hall</i>	<i>6-24-75</i>

STATE RECORDS  
COMMITTEE

Commissioner's Office  
Department of Agriculture  
PUBLIC HEARING FILES

An office which instigates a public hearing to:

- (1) Promulgate or change rules and regulations or
- (2) Enforce a rule or regulation pursuant to an act of the General Assembly shall cause to be filed two (2) copies of the proceedings of the hearing along with other supporting documents as follows:

FIRST COPY to Commissioner for reference file within that office. This copy to be retained by Retention Schedule 34: "Destroy when no longer needed for reference".

SECOND COPY (Record Copy) forwarded to the appropriate Assistant Commissioner's Office, along with any letters, notes, and other papers relating to the hearing, for inclusion in the Assistant Commissioner's SUBJECT FILES. In the Assistant Commissioner's SUBJECT FILES, one "subject" area shall be labeled "PUBLIC HEARINGS", and will be retired to the Archives with other SUBJECT FILES for that particular year according to Retention Schedule 74-183, July 2, 1974.

*Person who instigates hearing  
for any to Commission -  
where any person within Dept*